

**SECRET**

Approved For Release 2002/08/12 : CIA-RDP61-00763A000200080193-2  
DPD-8325-59

23 September 1959

MEMORANDUM FOR: Chief, Materiel Branch, DPD-DD/P  
THROUGH : Chief, Administrative Branch, DPD-DD/P  
SUBJECT : Space Modification - Partitioning  
Rooms 520 and 524

1. In accord with the request of  set forth below are factors prompting the request to repartition Rooms 520 and 524 of the Matonic Building, 1717 H Street, N.W. 25X1A
2. With a gradual increasing work load, it is mandatory that we streamline our procedures. As a consequence, we are moving all of our safes and records into Room 516 to permit consolidation, reduction of processing steps, and simplification of the records system. This makes it necessary to move six professional personnel into the two rear sections of Rooms 520 and 524. To obtain the space to accomplish this, we need to encroach on the present secretarial arrangement.
3. We also have a very clear need to change our present lighting and ventilation arrangement with such a move. As you are aware our space does not have windows, and by removal of ceiling obstructions these factors will improve. The credit type part partitions would prove most effective.
4. A third factor of significance is our critical need for a reasonable degree of privacy by professional personnel. Each officer assigned to this Staff is handling independent projects on a need-to-know basis. These include the personnel from various Government departments and concerns in private industry. The meeting with or interview of such visitors in common offices has a very grave security implication. We frequently have to stop other work to afford necessary privacy. While the modification requested does not give us optimum protection in this respect it seems the best solution possible when we consider lighting, air conditioning, and the scarcity of other space.

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5. I would welcome further discussion in the event  
the above needs clarification or greater description.



Security Officer  
DPD-DD/P

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